

## Attachment 8

### CFP-17-R-00001 Pricing Guidance

#### 3.3 TASK #3 –VICTIM IDENTIFICATION & DATA ANALYSIS

##### C. Victim identification.

###### b. Data Analysis.

###### i. *Standard Data Review/ Victim List preparation.*

- *Pricing.* CFPB considers this a standard service for the preparation of the final victim list. In the pricing list, the Contractor shall list a single per job cost for the preparation of a standard final victim list(s). Please note that there should be no itemized pricing related to individual requirements (victim roll-up, deduplication, pro-rata calculations, etc.) of this activity.

##### D. Address verification services.

###### a. *No advanced search required.*

- *Pricing.* NCOA address standardization will be required in all cases. If vendor charges a fee for this service, please identify the charge in the pricing worksheet.

###### b. *Advanced search required.*

- *Pricing.* In the pricing worksheet, please identify the service and/or type of services utilized, provide pricing for each service. Please identify any additional distinct pricing components (manual vs. batch review).

##### E. Customized final victim list.

- *Pricing.* CFPB considers this a standard service for the preparation of the final victim list. Expenses related to this deliverable should not be priced separately, but be included as part of “*Standard Data Review/ Victim List preparation*” listed above (see section 3.3.C.b.i).

#### 3.6 TASK #6- FUNDS DISTRIBUTION & MAILING

##### A. Check preparation.

- *Pricing.* In the pricing worksheet, provide a price for the design of unique CFPB check stock. Please note that unless otherwise noted in a TO, approved check stock design will be standardized and used for subsequent matters.

##### B. Printing and mailing of materials.

###### a. Standard Printing and Mailing of Materials.

- Print rates. Standard print pricing should include A standard print and mailing package, is defined as the two double-sided sheets, printing and mailing of a double-sided cover letter and accompanying check for each eligible victim. Letter and check language will include a combination of

dynamic (consumer name, address, and check amount) and static text. CFPB anticipates the contractor will use a CFPB approved window or other type envelope. This pricing should include all associated printing and pre-mailing expenses including collating and folding materials, stuffing and sealing envelopes, etc. This pricing will also include the cost of envelopes, and all mailing expenses. A standard print package should be priced as a single unit in rows 78-82. The contractor should price any expense associated with printing (stuffing, folding, etc.) and mailing of additional sheets of paper (beyond ~~that included in the standard 2 double-sided sheets~~ standard mailing package in the pricing schedule) on a per sheet basis on row 82a1-82a5. "Sheet" is defined as one page, double sided. Additional 'sheets' may include inserts or notices, defect letters or claims forms (as defined in section 3.4 c (Distribution and receipt of claim form and defect letter, US Postal Mail).

- Mailing Rates. Postage related expenses should be treated as a pass through cost. The Contractor shall price all mailings at the US Postal "one ounce" rate charged for first class mail. Matters requiring additional postage should be approved by COR. Postage and incremental increases in postage per sheet should be included in the pricing in rows 78-82, 82a1-a5, and 82b1-b5.
- Check printing. Checks will be printed and mailed as part of a Standard Mailing Package and priced in rows 78-82. The standard CFPB approved check design will be used for all mailing package unless otherwise specified. If a Task requires a check without a standard mailing package, this requirement will be priced on a Task-order basis.

b. Reminder Letters, Claim Forms, Inserts.

- a. Printing and mailing rates for reminder letters, claim forms and inserts should be priced in rows 82b1-82b5. These sheets are mailed as stand-alone packages and not included within a standard mailing package. Rates for this service should be the standard rates for printing and mailing described above. "Sheet" is defined as one page, double sided, and may include 3.4Bb (Reminder Letters) and 3.4 Section 3.4Dc (Distribution and receipt of claim form and defect letter, US Postal Mail) when mailed as a stand-alone mailing package. Printing and mailing for materials not described in the solicitation will be priced on a Task-order basis.

~~c. Mailing Materials.~~

- ~~➤ Mailing Rates. Postage related expenses should be treated as a pass through cost. The Contractor shall price all mailings at the US Postal "one ounce" rate charged for first class mail. Matters requiring additional postage should be approved by COR.~~

C. Check Reissues.

- Printing and mailing rates for check reissues. Rates for this service should be the standard print and mailing rates (see above). The

Contractor should identify and itemize any additional expenses associated with check reissues in the pricing schedule.